**MBA RECOMMENDATION LETTER**

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To Whom This May Concern,

My name is  **[Your Name]** and proud to offer my recommendation of **[Individual’s Name]** to whom I have personally known for **[years]** as my **[Enter Relationship]** at **[Where You’ve Known the Individual].**

During my relationship with [**Individual’s Name],** I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, **[Individual’s Name]** is exceptionally gifted at learning new concepts and without reservation recommend a place for him/her in your upcoming MBA program.

If you have any requests or questions do not hesitate to contact me.

Best,

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_